

**Lab-Wide Earned Value Management System Project
Core Team Meeting
May 21, 2008
2:30 -3:30 PM
Black Hole – WH2NW**

- 1) Discuss draft of FRA EVMS Description document [Elaine and ALL]
- 2) Discuss Progress on Implementation Procedures [Dean, Elaine and All]
- 3) Next Meeting 28-May discussion on discussion of contingency versus management reserve
- 4) Action items:

New Items from 07-May-2008 Meeting

- a) Invite Connee Trimby to future meeting to discuss lab's budget and accounting capabilities with respect to projects (Dean)
Status: Will scheduling for early June meeting.
- b) Determine new assignment for procedure writing to replace TJ (Elaine)
Status: Harry has volunteered to write Monthly Status & Reporting himself, therefore, will not replace TJ on this assignment.

In-Progress Action Items

- c) Status: Determine if procedures are "FRA's" or "Fermilab's" (Dean)
Status: in progress.
- d) Check if ESH staff could be reviewers of procedures (Dean)
Status: Have not had discussion yet.
- e) Follow up on additional Oversight Committee membership suggestions
Status: Names for Committee has been finalized with concurrence of Mont and Steve. Will hold first meeting in early June.

If you will be attending this meeting by video or audio, use the following instructions:

Video Connection: Dial 883867 for (88EVMS) at 384kps.

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